

SUPERVISOR OF DEPARTMENTAL RECORDS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible section management and supervisory position, the primary duties of which are supervising the work of Departmental Record Clerks in processing departmental records and reports of activities. The incumbent in this position is responsible for managing the operations of the records processing division, directing and assigning work to subordinates, and evaluating the work performance of all Departmental Record Clerks. The Supervisor of Departmental Records performs routine duties independently, and reports to and has work reviewed by a Police Lieutenant who is assigned to the departmental records division.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans, organizes and directs the activities of the records section of the police department with respect to equipment and personnel. Recommends management policies, goals, and objectives for the records division. Develops and makes recommendations for new functions when needed. Prepares and submits an operating budget for the records section. Compiles information for use in developing the department budget. Recommends the purchase of equipment and supplies, and writes specifications for new equipment to be used by clerical personnel.

Interviews prospective records section employees and makes recommendations for hiring to the Appointing Authority. Directs and supervises the work of subordinates assigned to the records section. Holds meetings with subordinates for the purpose of receiving reports and disseminating information, assigns work, and approves leave. Evaluates work performance of subordinates and discusses evaluation with them. Writes employee evaluation reports. Provides for the training of new employees, and provides technical assistance to all employees when needed. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Conducts corrective interviews and recommends disciplinary action to the appointing authority.

Supervises the processing of departmental records and reports, and checks them for completeness, accuracy, and conformity to established procedures. Sets up filing systems, inspects

systems and facilities for maintaining records and reports, and revises such systems when necessary. Supervises locating and retrieval of information or documents from files, and locating of missing files.

Keeps records on the location of material removed from file, and to whom materials were disbursed. Controls access to security files involving departmental personnel. Provides for the disposal of obsolete files and records in accordance with departmental procedures.

Supervises the typing of letters, forms, memos, statements, formal reports, or any other documents assigned to the records section. Proofreads typed material and corrects errors. Supervises transcriptions from voice machine, dictaphone, and transcriber.

Supervises the opening of incoming mail for the department and sees that it is sorted and distributed to the proper person, section, or office. Replies to any routine correspondence or requests by following departmental procedures or from oral or written directions from supervisor. Answers inquiries about the operation of the division, or any related areas of law enforcement. Composes business letters for the records section.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be a regular and permanent employee in good standing in the class of Departmental Records Clerk II or Departmental Records Clerk with the Lafayette City Police Department with at least five (5) years of service from the date of probational appointment in that class.

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Must present a certificate verifying the ability to type 45 words per minute and transcribe 28 words per minute.

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